



MEMORANDUM

TO: Honorable Mayor and Members of the City Council; City Staff

FROM: Sharon Hanson, City Administrator

DATE: 11/12/2019

SUBJECT: Administrative Brief

CITY ATTORNEY

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ADMINISTRATION

General Administration/Economic Development Authority

- Continued work and weekly updates have been held on Block 11 to ensure progress is being met with the Pre-Development agreement.
- Met with MAHA on their next steps with their association and building needs. The outdoor hockey rink costs were higher than anticipated and there is some membership pull in the direction of having an indoor dry ice facility.
- Met several times and discussed EDA transition, the economic development director position has now been posted.
- Met with Tom Bolin-YMCA to discuss future YMCA memberships, future YMCA strategies as it relates to sustainability in the community as their membership reimbursements from health insurance providers are on the decline.
- Met with MMU on Information Technology (IT) Technical Action Plan which involves equipment and security updates to the MMU/City of Marshall shared arrangement. The cost of the recommendations was not fully included with the 2020 budget, however MMU has offered a graduated payment plan. In addition, the City has explored a separate network option due to organizational IT goals and overall cost. A future recommendation will be forthcoming in the next couple of weeks.

- Staff continue to work on two additional commercial business tax abatements and interest in the façade improvement plan.
- Mayor and I met with Chamber/EDA/County representatives on possible collaboration in the area of EDA. The County will discuss next steps at their next mtg.
- Met with Branding Committee on city of Marshall branding. City straplines (values of a brand by showcasing what your organization is all about in one simple phrase) were reviewed and narrowed down and soon a logo will be developed.
- Attended EDA Tours which were all well attended, meeting with Chamber meeting with Rep Swedzinski and Sen Dahms on MN/SD competitiveness, Sport Amateur Commission, MMUA Rodeo Event, Everyday Leader, EDA Board meeting, Insurance Committee, Pre-Bid Meeting for City Hall Bidding, Lyon County Museum Annual mtg, HWY 19 Visioning event.

Human Resources

- Staffing: applications are currently being accepted for the Economic Development Director position, a part-time Community Services Officer position, paid-on-call positions (CAT team and Firefighter) and temporary positions with the Community Services department.
- A Personnel Committee meeting is scheduled for Nov 14 to review Health Care Savings Plan MOU's and the Temporary Employee 2020 Wage Schedule.
- A.L.I.C.E. training has begun for employees and Council members. Training dates are: Nov 1, Nov 5, Nov 12. Many thanks to our Police Officer's Kaylynn Sandgren, Alicia Popowski, and Bryan Arzdorf for providing this training to our staff and Council.
- Employee Safety Training for November will focus on back safety, safe lifting techniques, slips/trips/falls and ladder safety.
- Open Enrollment for employee benefits kicks-off on November 6 with employee meetings.

Clerks

- Attended a Presidential Primary Nomination seminar hosted by the Minnesota Secretary of State's Office.
- Collecting Annual Liquor, Tobacco, Taxi and Special Vehicle licenses and permits
- Attended a Census training hosted by the Minnesota State Demographic Center
- Applied for two grant opportunities for census funding.

Finance

- Migration to InCode 10 has been rescheduled for April 2020 due to IT issues. The issues have been resolved but the next available window to go live isn't until April of 2020.
- Audit services for 2019 – 2022: quotes were requested from 4 auditing firms and interviews for each firm has been done. Final recommendation will be made to Council on November 12.
- City Hall Bonding – setting the sale date at the November 26th Council to ensure City Hall Construction will proceed after bids are reviewed by Council at the November 12th Council.

- Banking – Moving our main depository from Wells Fargo to Bremer is underway. Many routine transactions have successfully been moved already. This process will continue for the next few months.

Assessing

- Staff has been reviewing building permits / new construction.
- We are beginning to review sales from October 1, 2018 – September 30, 2019 for our sales analysis for the 2020 assessment.
- Tax Court negotiations are continuing, scheduling orders coming due on two other cases that we are working on.

Liquor Store

- We complete our 3rd special event this year, The Holiday Wine Walk About. We had 140 in attendance and pre-sold 18 cases of wine at the end of the night.
- Sales were + 9.5%, Customer Count was +3.78% and Ticket Average +5.5%. It was a solid month of traffic. We are looking forward to the upcoming busy holiday months.
- We have rolled out a new item, customized holiday gift baskets. Follow our socials to see the new products.

COMMUNITY SERVICES

- Shortly after the City reached an agreement with Spectrum for the renewal of the Cable Franchise Agreement, Spectrum informed the City that the customer walk-in office located in Marshall will close on or after December 19th.
- Studio 1 TV staff will live broadcast eleven (11) community events during the month of November.
- MAHA will host their first of six weekend tournaments November 22-24th at the Red Baron Arena & Expo.
- The inaugural BikeShare program has been closed for the season. An exact count for bike mileage will be available at a later date. Overall the program was welcomed and successful. Planning begins soon on enhancements and revisions for 2020.
- Staff continues work on the Winter/Spring 2020 offerings that will be released to the public in mid-December.
- Progress continues for Parks Department projects at both Liberty (new restroom) and Memorial (Veterans Memorial) as well as the Light Up the Night Event which kicks off on November 29th.
- National Community Education Day is Thursday, November 14th. Several promotions are being planned in celebration.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 400 open job files. UCAP Headstart new building project, Harrison Truck addition, and SRO apartment building at Stephen Ave are under construction.
- Three duplexes and eleven new single-family dwellings permits have been approved.
- Zoning ordinance related to conditional use permits to ensure compliance with the state statute is in the process of being adopted.

- Beginning stages of reviewing all city buildings for ADA-compliance; part of a self-evaluation process for inclusion in a city ADA Transition Plan.
- New permit software contract is under review by the City Attorney.

PUBLIC WORKS DIVISION

Engineering

- Merit Phase 2-The Contractor finished placing Class 5 aggregate base for the track expansion to the north. The ditching and ponding areas have been excavated. The cold storage building and skid pad are complete, the diamond polishing process has been completed. The Contractor has completed all paving and shouldering on the project. It looks like all work will be suspended until next spring to do final shaping and seeding.
- Red Baron Arena & Expo Parking Lot Project – Final change order and pay request approved at 10/22/2019 City Council.
- Project Z47: Commerce Industrial Park- Final change order and pay request on 11/12/2019 City Council.
- Project Z50-2019: Chip Seal Project MERIT Center Phase 2 –Final change order and pay request approved at 10/08/2019 City Council.
- Project Z51-2019: Bituminous Overlay Project: -- Final change order and pay request approved at 10/22/2019 City Council.
- Project Z64/SAP 139-111-006: Saratoga Street Reconstruction – Work is substantially complete. Mn/DOT State Aid is doing their final walk through then the city can proceed with the final payment.
- Project Z67: Michigan Road/Superior Road Reconstruction Project – Work is substantially complete. Contractor has all final numbers to review. Final change order and pay request anticipated to be on 11/26/2019 City Council.
- Project Z70-2 Whitney alley storm Sewer Project: -- Final change order and pay request anticipated to be on 11/26/2019 City Council.
- Project Z72: Hahn Road Storm Sewer Project – Work is substantially complete. Staff will work through the project closure process.
- Project Z73: Country Club Drive Utility Replacement Project: -- Final change order and pay request anticipated to be on 11/26/2019 City Council.
- Project Z74: Superior Road/Huron Road Reconstruction Project – Final change order and pay request anticipated to be on 11/26/2019 City Council.
- 2020 Projects are currently in the design and scoping process. Projects currently include:
 - UCAP Transit Bus Shelters: Contract was awarded to HCI construction with an anticipated 2020 start date.
 - Project Z75 South 4th Street: Call for plans and specs? Currently setting project limits and scope of the project.
 - Project Z70: Alley Projects (West Marshall/West Redwood & South Hill/South Whitney): Currently in design phase.

Building Maintenance

- No report.

Street Department

- Street sweeping
- Pothole patching
- Getting quotes for bike lane painting.
- When weather permits repairing bike trail between highway 59 north and north 7th street due to high water.
- Repairing sink holes.
- Getting ready to start repairing frost boils around town due to the bad winter.
- Street department parking lot concrete complete and the joints have been sealed. Need to complete the landscaping and seeding.

Airport/Public Ways Maintenance

- Received notification from Mn/DOT Aeronautics of approved funding for purchase of Front End Loader and Push Blade with 70% State / 30% Local funding participation.

Wastewater

- Cleaning sewers.
- Starting to mix bio-solids in preparation for fall application. Hopefully start hauling next week if weather cooperates.
- Plant repairs.
- Magney Construction still pouring walls for the Biosolids storage tanks.
- Staff has performed 236 equipment work orders in the last 30 days.
- We will start door to door sump pump inspections from the map we put together this spring next week. Completed, did not find very many illegal connections. Placed a lot of door hangers and got about 150 replies but are still missing many more. Overall not very successful.
- Most annual sump pump permits have been switched over for winter.
- Working on regulatory issues for Phosphorus, Salty Discharge, Pretreatment, Redwood River Watershed Review, MN. River Nutrient TMDL, Lake Pepin TMDL.
- MMU Water Plant Upgrade has started with completion in the spring of 2021.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Marshall Fire Department responded to twenty-nine (29) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (11)
 - Fire/Structure/Medical Assist/Other (14):
 - Vehicle Accident (4)

POLICE DEPARTMENT

- The Marshall Police Department responded to 860 calls of service for the month of October. 127 criminal offenses were reported with a total number of 32 adult arrests being made.

OFFICER'S REPORT (SEPTEMBER)

- Accidents (34)
 - Alcohol - DWI (1)
 - Assaults (4)
 - Domestic Assault (8)
 - Burglaries (4)
 - Damage to Property (11)
 - Keys Locked in Vehicles (42)
 - Loud Party (6)/ Public Disturbances (7)
 - Thefts (28)
 - Traffic Related Complaints (193)
 - Warrant Pickups (18)
 - Welfare Checks (23)
- During the month of October, we responded to thirty-four (34) vehicle accidents with four (4) being coded as personal injury accidents. The four accidents coded as personal injury accidents did not result in serious injuries to the occupants.
 - Four (4) burglaries were reported with all four under investigation.
 - Eight (8) domestic assault calls were reported during October. In one incident the male was charged with assault and tampering with a motor vehicle.
 - The majority of the twenty-eight (28) thefts were from local businesses.

PERSONNEL/OTHER

- After the approval of the body-worn camera program by the council, an order was placed with Watch Guard with an anticipated delivery date of approximately 1 month. Efforts to coordinate with IT on the installation of server equipment and software is being planned.

DETECTIVE REPORT

- The Marshall Library reported finding ammunition and a clip from a .45 caliber handgun in the cushion of a chair. Surveillance video was checked but nothing of value was found. It is unknown at this time who left the clip and bullets.
- A case of weapons violation is under investigation. A Marshall Middle School student is accused of bringing a knife and BB gun to school. Further interviews remain before the case is sent to the county attorney for consideration of charges.
- A case of fraud is under investigation. A purchase of over \$3,000.00 in tires was made from a Marshall business with a credit card and the card holder is now disputing the transaction. It is unclear currently if this is a fraud or a civil matter.
- A Marshall resident reported someone has been stealing her mail and packages from her apartment complex. No leads.
- A SMSU student reported missing items from her dorm room. A suspect was identified and interviewed, but he denied taking the items.
- A second SMSU student reported missing items from her room as well. The same suspect was identified. He also denied being involved in this theft. Currently there is insufficient evidence to file charges.

- A Marshall man reported being extorted for \$2,000.00 by someone claiming to possess sexually explicit photos/videos of him. The caller is threatening to post these photos/videos on Facebook unless they are paid. The suspect phone number was called, and a person sounding to be foreign used foul language and then hung up after being told it was the police calling.
- A complaint of trespassing at Avera Marshall was investigated. A Marshall man, whom Avera has a trespass notice out against (forbidding him to be on Avera property with the exception of a medical emergency) came to the ER, approached staff, and gave them a 10-page letter outlining bizarre and paranoid statements made against Marshall individuals and organizations. Charges were requested of the city attorney's office. The individual in question is currently in the Lyon County Jail on other charges and is facing a possible mental health commitment.
- A 31-year-old Marshall man was arrested after sexually assaulting a 13-year-old female. The juvenile female was rescued by officers as she was trying to escape from her bedroom window, naked, and the man was arrested moments later. Interviews were done and search warrants were executed. The man is currently facing 1st Degree Criminal Sexual Assault charges. He was in the Lyon County Jail but has since bailed out.
- Charges were requested of a 32-year-old Marshall man for possession of child pornography. Information was received from the MN Bureau of Criminal Apprehension Internet Crimes Against Children unit regarding child pornography images the man downloaded from the Internet.
- An 18-year-old Marshall man was investigated for sexually fondling his seven-year-old female cousin. This man had previously been the subject of a possession of child pornography investigation. The man acknowledged inappropriately touching the child and the case was sent to the county attorney for charges.
- An investigation into the sexual assault of a 2-year-old female was conducted. Information received from an anonymous source was a 38-year-old Pipestone, MN man sexually fondled his 2-year-old niece. Investigation showed that this probably did not happen and that this report may have been made in revenge. The man's former girlfriend was identified as a suspect. She was interviewed and denied filing this report.
- A 17-year-old juvenile male was investigated after a report was received that he had had sexual intercourse with his 13-year-old sister. A 34-year-old Marshall man was also involved as the investigation showed he was responsible for encouraging this contact and for requesting photos of it be sent to him. The male was arrested at the conclusion of the investigation.
- Charges of fraud/theft were requested of the county attorney's office for a Marshall daycare provider who was filing false claims with the State of Minnesota for the Child Care Assistance Program. Investigation showed that the woman filed claims of over \$2,800.00 for providing daycare for children that she no longer took care of.
- Another case of Possession of Child Pornography is currently under investigation. A Marshall man is being investigated for downloading images of young boys in sexually compromising positions. Information received came from the MN BCA Internet Crimes Against Children unit.
- A Marshall resident reported having over \$84,000 in Bitcoin stolen from his online crypto currency exchange account. The case is under investigation.
- Det. Hoffmann assisted the Lincoln County Sheriff's Office with a phone extraction search warrant for a case they are working.

- A death investigation was conducted with the assistance of the Ramsey County Medical Examiner's office. The death was determined to be from natural causes.

MERIT CENTER REPORT

- In the last month the MERIT Center has hosted a variety of training/events. Some of these events include a Firearms class for SMSU Gold College, Public Information Officer training, an Ambulance Driving Class, a 3-day Hazwoper Safety course, a Cross Board Emergency Radio Board training, the MERIT Track Open House, the MERIT Haunted Tower, CPR/First Aid training, Driver's Education and CDL road certification.
- On Oct 2nd, 40 senior class participants in the SMSU Gold College attended a firearms class using the Use of Force Simulator
- Southwest Emergency Management Services held their third Ambulance Driving Class utilizing the classroom and the driving track. 10 participants attended this course.
- MN West conducted a 3-day Hazwoper Safety training for 19 local industry employees on Oct 22-24th
- The Redwood Police Department conducted firearms training for their entire department utilizing the Use of Force Simulator on Oct 22nd.
- The MERIT Center held their Track Open House on Oct 24th to showcase the newly expanded driving track. Approximately 70 people attended this event.
- The Marshall Chamber of Commerce hosted a Haunted Tower event over 3 days utilizing the classrooms and the rescue tower. The event brought 1,065 attendees to the MERIT Center.
- The MERIT Center was utilized 30 out of the last 31 days with 1,537 people attending these trainings/events